

Schools

Interservice Training

Summary. This regulation sets the policies, responsibilities, and procedures for—

- a. Review of education and training activities to improve their effectiveness and efficiency.
- b. Development and conduct of quota courses and interservice resident and nonresident courses.
- c. Exchange and development of education and training resources, research data, and training technology.

Applicability. This regulation applies to the Active and Reserve Components of all the Services.

Impact on new Manning System. This regulation does not contain information that affects the Army's New Manning System.

Internal control systems. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. For Army users, supplementation of this regulation is prohibited without prior approval from

HQDA(DAMO-TRI), WASH DC 20310-0450. Other commands will furnish one copy of each to the next higher headquarters.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Operations and Plans, HQDA. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) or equivalent form. Army users will send comments directly to HQDA(DAMO-TRI), WASH DC 20310-0450; Navy users to Office of the Chief of Naval Operations, OP11, WASH DC 20350-2000; Air Force users to HQUSAF, MPPTS, WASH DC 20330-5060; and Marine Corps users to HQUSMC, Code TPI-62, WASH DC 20380-0001.

1. Purpose

This regulation sets policies and procedures for interservice training of military and civilian personnel of the Department of Defense (DOD). Other regulations and directives contain policies and procedures for Joint Chiefs of Staff and Defense schools and courses. Training as covered in this publication includes professional development education.

2. Reference

Interservice Training Review Organization Procedures Manual is a related publication. A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

3. Explanation of abbreviations and terms

a. Abbreviations.

- (1) DA . . . Department of the Army.
- (2) DCS . . . Deputy Chief of Staff.
- (3) DOD . . . Department of Defense.
- (4) FY . . . fiscal year.
- (5) HQDA . Headquarters, Department of the Army.
- (6) HQMC . Headquarters, Marine Corps.

- (7) ISA . . . interservice support agreement.
- (8) ITRO . . Interservice Training Review Organization.
- (9) MOU . . memorandum of understanding.
- (10) POC . . point of contact.
- (11) POI . . program of instruction.
- (12) PPBES.Planning, Programming, Budgeting, and Execution System.
- (13) USAF . United States Air Force.
- (14) USN . . United States Navy

b. Terms.

(1) *Collocated school or course.* A school or course used by one or more Services on another Service's installation, with shared classroom facilities and equipment. Training policies, curriculum, and instructor requirements are determined by the Service(s) conducting the training.

(2) *Consolidated school or course.* A school or course consisting of a curriculum developed by two or more Services. The school or course faculty is normally multi-Service. The curriculum may be common throughout or consist of a common core plus Service-unique tracks. Training policies, directives, materials, and personnel requirements are determined by mutual agreement between the Services involved.

(3) *Cost effectiveness.* Cost effectiveness is determined by the net cost impact to DOD. It is measured by

*This regulation supersedes AR 351-9/OPNAVINST 1500.27C/AFR 50-18/MCO 1580.7B, 15 August 1981.

the net differences between incremental and decremental resource impacts of an alternative as compared to the status quo.

(4) *Defense school or course.* A school or course provided to two or more military services by a designated Service or agency under the authority of the Office of the Secretary of Defense.

(5) *Host Service.* The Service on whose installation the training is conducted.

(6) *Interservice school or course.* A school or course conducted on one Service's installation, either collocated or consolidated by mutual agreement between the host Service and the participating Services.

(7) *Nonresident training.* Any training not conducted in residence including that given through correspondence or extension courses. These courses are developed and approved by a military service to meet a specific training requirement of that Service for—

- (a) Career development.
- (b) Skill acquisition or progression.
- (c) Self-improvement.

(8) *On-site training.* A form of nonresident training conducted at a specified Service location by another Service source such as that given by—

- (a) Mobile training team.
- (b) New equipment training team.
- (c) Field training detachment.

(9) *Parent Service.* The Service to which personnel are permanently assigned.

(10) *Participating Service.* The Service that receives training from another Service's training agency.

(11) *Quota course.* A course managed, controlled, and conducted by one Service or agency that may be used by another Service to satisfy a training requirement when training capacity is available. The Service desiring training must request and obtain quotas from the Service or agency conducting the course. Participating Services in quota courses do not have curriculum inputs, and use the course exactly as presented to host Service members.

(12) *Resident training.* Training conducted at a school operated by a military service to meet a specified training requirement.

(13) *Training requirement.* The number of personnel required to be entered into a specific course to meet commitments of the military services concerned.

(14) *Training resources.* All types of materials, personnel, facilities, and activities used in support of training. Training resources include, but are not limited to—

- (a) Training publications.
- (b) Training literature.
- (c) Technical manuals.
- (d) Correspondence or extension programs.
- (e) Training aids (to include audiovisual aids), simulators, and devices.

(f) Training equipment.

(g) Training support services (to include housing).

(h) Training research and development materials.

(i) Training ranges and facilities.

(j) Data automation services.

(k) Instructor and support personnel.

(15) *Evaluation.* Interservice training evaluation will be based on a cooperative effort among the Services to make the data collection and feedback requirements of each Service easier.

4. The Interservice Training Review Organization (ITRO)

a. *Functions.* The ITRO, an organization of the military services, was set up to improve the cost effectiveness and efficiency of Service training consistent with individual Service requirements. (See fig 1.) The ITRO will—

(1) Review training and related activities to increase effectiveness and efficiency through—

- (a) Course or curricular realignments (consolidations/collocations).
- (b) Standardization.
- (c) Administrative or management improvement.

(2) Assist the military departments by performing special studies directed toward improving common training needs among the Services.

(3) Serve as a point of contact (POC) and provide a forum for the free interchange of ideas, information, and new technology related to interservice training.

b. *The executive board.* The executive board governs the ITRO. The board consists of the incumbents of the positions shown below.

(1) Army—Commanding General, U.S. Army Training and Doctrine Command.

(2) Navy—Chief of Naval Education and Training.

(3) Air Force—Commander, Air Training Command.

(4) Marine Corps—Deputy Chief of Staff for Training, Headquarters, Marine Corps (HQMC).

(5) Coast Guard—Commandant, U.S. Coast Guard (as required).

(6) The Chairperson, Health Care Committee for Health Matters. (This person will serve as ex-officio advisor to the executive board as required.)

c. *The Steering Committee.* The Steering Committee will coordinate the day-to-day activities of the ITRO. Steering Committee members will normally be at the 0-6 level or civilian equivalent. A general flag officer from the Secretariat Service chairs the steering committee.

d. *Secretariat.* The Secretariat serves as the central

POC for all ITRO matters. Secretariat responsibilities are rotated yearly among the participating Services.

e. Committees/subcommittees. ITRO functions through a series of major committees chaired by steering committee members. Each major committee is assigned a number of subcommittees with representation from each Service.

5. Policy

a. A military service with a training requirement for which no training exists within that Service will consider the use of existing schools and courses within the other Services before setting up a new school or course.

b. The training resources available to one military service will be used as much as possible to meet the requirements of the other military services in developing, revising, or conducting all training. Interservice support agreements (ISA) and memorandums of understanding (MOU) that identify support requirements and responsibilities will be used to effect use of other Services' resources.

c. Representatives of the Services will meet to—

(1) Exchange training information, advice, and ideas.

(2) Facilitate coordination of training and related problems of mutual interest.

d. The Services will review training courses and training resources to eliminate duplication, reduce or avoid costs, standardize instruction, and increase efficiency. The actions taken will be consistent with the readiness, responsibilities, and requirements of the Services. Course information will be provided to other Services upon request.

e. This regulation does not abrogate existing, specific interservice agreements. Services conducting interservice courses will continue to do so until mutually agreed otherwise. Withdrawal from an ITRO-consolidated course is discouraged and is usually obviated by adjustments to curricula. If adjustments cannot be made, withdrawal should conform to the procedures contained in the ITRO Procedures Manual.

f. The Services will carry on a free exchange of information related to nonresident course programs.

g. Each Service will approve all enrollments for quota courses from eligible members of other Services, consistent with existing training capacity. When the demand for quota course enrollment consistently presents an undue burden on classroom or housing facilities, training equipment, or instructor billets, an ITRO consolidation study should be considered. A request for such a study may be initiated by either the host or participating Service.

h. Students attending a quota course or an interservice school or course will not normally be required to perform guard, housekeeping, or other similar duties. Students may be assigned these duties under the circum-

stances shown in (1) through (4) below. When justified by one of these circumstances, guard, housekeeping, or other similar duties will be assigned to students from different Services on an equitable basis and will be commensurate with individual pay grades:

(1) When a requirement exists to clean and maintain their own immediate living and classroom areas.

(2) When dropped from school and awaiting orders in a disciplinary or casual status.

(3) During cleanup or recovery operations after an emergency.

(4) When these duties are integral to learning objectives within the course of instruction.

6. Responsibilities

a. Services. Each Service will—

(1) Consider the capabilities of the other Services before developing training programs.

(2) Coordinate with the other Services concerned before extensively revising or discontinuing any training program used by the other Services to preclude interruption of training.

(3) Exchange catalogs of resident training courses and training materials to decide the appropriateness of existing courses or materials and to facilitate their use.

(4) Provide departmental representation to the ITRO to coordinate actions with departmental and Service secretariat staffs as required. The departmental representatives to the ITRO will consist of the incumbents of the positions listed below.

(a) Army—Director of Training, Office of the Deputy Chief of Staff for Operations and Plans, Headquarters, Department of the Army (HQDA).

(b) Navy—Director, Total Force Education and Training Division, OP-11.

(c) Air Force—Director, Personnel Programs, DCS Manpower and Personnel, HQ, U.S. Air Force (USAF).

(d) Marine Corps—Deputy Chief of Staff for Training, HQMC.

(5) When the responsibility for conducting a school or course is transferred from one Service to another, transfer training materiel and equipment to the conducting Service on a nonreimbursable basis. This transfer is done only if required for the interservice training and a higher priority requirement does not exist in the participating Service. The losing Service (shipper) will finance packing, handling, crating, and transportation charges associated with the transfer. In the exchange of training materials, the supply of technical manuals and other data for proper operation, maintenance, and logistic support of the training aid, device, or equipment is the responsibility of the Service furnishing the training material. The host Service will maintain the training aids and devices, including acquisition of spare parts, unless specified otherwise by applicable ISA

or MOU.

b. Host Service. The Service accepting an interservice school or course as a mission responsibility will—

(1) Budget and program resources to meet the requirements of the other Service requesting the training except for the following:

(a) Service-peculiar equipment and/or equipment maintenance of the participating Service.

(b) Personnel costs (pay and allowances such as clothing, subsistence, travel, per diem, etc.) and manpower for the administrative, instructor, and student personnel provided by the participating Service.

(2) Address unprogrammed increases in quantitative training requirements in MOUs and ISAs. When responsibility is transferred out of the budget cycle, normally 12 months before the beginning of the fiscal year, the participating Service will reimburse the host Service as agreed upon and documented in an ISA until the function is included in the host Service budget. In cases in which one Service requests another Service to develop a new training capability to support the requesting Service's needs, the requesting Service will provide the resources until the host Service can program and budget for the additional resources. Except when documented otherwise, these responsibilities will continue during mobilization.

(3) Make changes to course curricula and training resources to meet the qualitative and quantitative requirements of the participating Services as agreed and documented by the Services' representatives.

(4) Issue training policies, directives, and materials required for efficient operation and management of quota and consolidated courses. This includes instructor evaluations, student counseling, and training resources.

(5) Be primarily responsible for internal course revisions and evaluations. A participating Service may visit its students and their respective courses at the host Service training site to gain information on the experience or success of these students by direct coordination with the commanding officer of the school. If the visit reveals a training problem or a change appears to be required, the participating Service will notify the host Service, in writing, outlining the problems and proposed changes. Every effort will be made to accommodate changes requested by the participating Service.

(6) Normally provide all necessary base-operating support functions.

(7) In interservice course consolidations, obtain mutual agreement from the Services as to instructors, staff, and other overhead manpower requirements.

(8) Ensure that ISAs, as required in DOD 4000.19-R, are prepared. ISAs document the rights granted to and responsibilities assumed by the parties concerned.

(9) Provide data to the participating Service in the format requested regarding entries, graduation,

eliminations, recycling (setback), and evaluation of students of the participating Service.

(a) The Services will be screened to decide training requirements for a given fiscal year to meet the budget or planning cycle of the respective Service.

(b) Quota allocations for training requirements not previously projected will normally be given to the participating Service not later than 90 days before class start dates. When by-name confirmations are required, they will be given to the host Service not later than 45 days before class start dates.

(10) Approve leave requests for instructor, support, and student personnel. These requests may be initially approved by either the host Service or the parent Service, depending upon the existence of a support organization. In either case, coordinate the leave request with the other Service if not otherwise specified in the support agreement. Apply regulations of the parent Service to areas such as conduct (to include military jurisdiction), appearance requirements, and wearing of the uniforms. Normally, students attending other Service courses will abide by the base or post requirements for physical training as contained in the program of instruction (POI). Parent Services may conduct their own physical training during scheduled times when the POI does not satisfy that Service's requirements.

(11) Evaluate performances for assigned instructor and support personnel according to parent Service directives.

(12) Authorize staff visits to the host Service school course by personnel from the participating Services when coordinated before the visit.

c. Participating Services. Each participating Service will—

(1) Furnish the estimated training requirements projected by fiscal year (FY) to the host Service in enough time to be included in the proper financial planning cycle. Set up a POC to process training requirements and receive quotas for each Service.

(2) Determine the proportionate share of administrative and instructor personnel of the participating Service for courses consolidated as a result of interservice action according to the ITRO Manpower Analysis Subcommittee Procedures Manual. (Failure to maintain manning at agreed upon levels could result in reduction of student input.)

(3) Coordinate replacement of administrative or instructor personnel with the host Service school and personnel activities. Military personnel remain assigned to their parent Service, but are operationally responsible to the host Service. When civilian instructor authorizations are involved in an interservice consolidation, transfer actions will comply with current Office of Personnel Management policies and directives.

(4) Coordinate inspector general visits from the participating Services to the host Service or course in ad-

vance with the host Service. Coordination will include the following:

- (a) Scope of inspection.
- (b) Number of personnel visiting.
- (c) Length of stay.

(5) Assist host Service evaluation data collection efforts on the competency and capability of interservice course graduates in the operating forces of the participating Service.

7. Procedures

a. *Quota courses.* The criteria outlined below, in addition to factors peculiar to a specialty, will be considered in using quota courses to satisfy a training requirement.

(1) The adequacy of the training available to meet the job description or mission involved.

(2) The maximum capability of the Service conducting the training to meet the total training requirement of the Services involved.

(3) The adequacy of student housing to meet standard criteria established by DOD.

b. *Interservice courses.* The following criteria will be used to evaluate and analyze cost effectiveness or consolidation/collocation of Service training systems:

(1) Consolidations or collocations should not require a major capital investment in either facilities or equipment. However, facilities modification or construction is authorized when offsetting or compensating savings can be shown to justify such construction costs. If a major capital investment is required, savings generated by the action should amortize the investment in less than 10 years.

(2) Training programs will be analyzed for curriculum and equipment commonality. Through interservice planning, all possible alternatives from course consolidation to collocation (sharing of facilities) will be evaluated.

(3) Career fields or specialties considered for consolidation should have enough commonality to allow for common core training or enough common equipment use that will produce cost-effective savings.

(4) Detailed consolidated or collocation costs will be determined before any training is relocated.

(5) Mobilization and Reserve training requirements for the participating Service will be considered in all interservice consolidations or collocations. Significant adverse impacts will be addressed in detail.

(6) Interservice course or system consolidation or collocation approvals will be evaluated on the basis of overall cost impact on the DOD. A cost-effective action is the objective; however, the monetary difference between cost-effectiveness and non-cost-effectiveness may be offset by the overall increase in quantity and quality of training provided.

(7) Any savings in personnel or material realized

through interservice training will be applied as determined by the participating Service. Any personnel (instructor, staff, or student) increases associated with consolidations must normally be programmed through the DOD Planning, Programming, Budgeting, and Execution System (PPBES). Thus, consolidations requiring additional personnel, even if cost effective, may have to be deferred until the affected Services can obtain the required number.

(8) Normally, interservice training will be set up at locations that can provide Government-furnished base facilities (housing, messing, transportation) for students attending training courses.

c. *Interim action.* During the interim period from the time an ISA is effective until the budget and program of the host Service conducting the training reflects the training requirements of the participating Services, the procedures below will apply.

(1) The host Service will give school quotas to participating Services within the optimum capability of the training resources.

(2) Each participating Service will furnish support and instructor personnel in grades, specialties, and numbers as requested and agreed, based on its proportionate share of student input.

(3) After consolidation, changes in course curricula will be made by the host Service to satisfy the requirements of the participating Service(s) provided these changes will not—

(a) Seriously impact the course purpose, prerequisites, and duration.

(b) Adversely affect the standards of achievement of the host Service.

(c) Increase manpower requirements unless programmed for and allocated by the applicable Service.

(4) Minimum prerequisites established by the host Service will apply to the participating Services except when modified by agreement.

d. *Certificates or letters of completion.* The host Service will provide certificates or letters of completion. The parent Service will provide certificates or letters for collocated courses.

e. *Nonresident training.*

(1) The originating Service is primarily responsible for nonresident training courses, correspondence courses, and extension courses except for those nonresident courses consolidated by interservice action.

(2) Each Service will accept a properly approved enrollment application as evidence of an applicant's qualification for enrollment. The immediate military supervisor or civilian personnel officer having knowledge of the applicant's eligibility for the course will approve the application. The application, with approval, will be sent directly to the Service giving the course.

(3) Each Service will correspond directly with enrolled students from other Services on course materials,

academic standards, and other administrative matters when the primary interest is between the student and the course administrator.

(4) Each Service will furnish, under its own policy, certificates or letters of completion for courses successfully completed by members of other Services.

(5) The Services will carry on a free exchange of information related to nonresident course programs. The Services will—

(a) Submit progressive ideas and information about giving and using these courses.

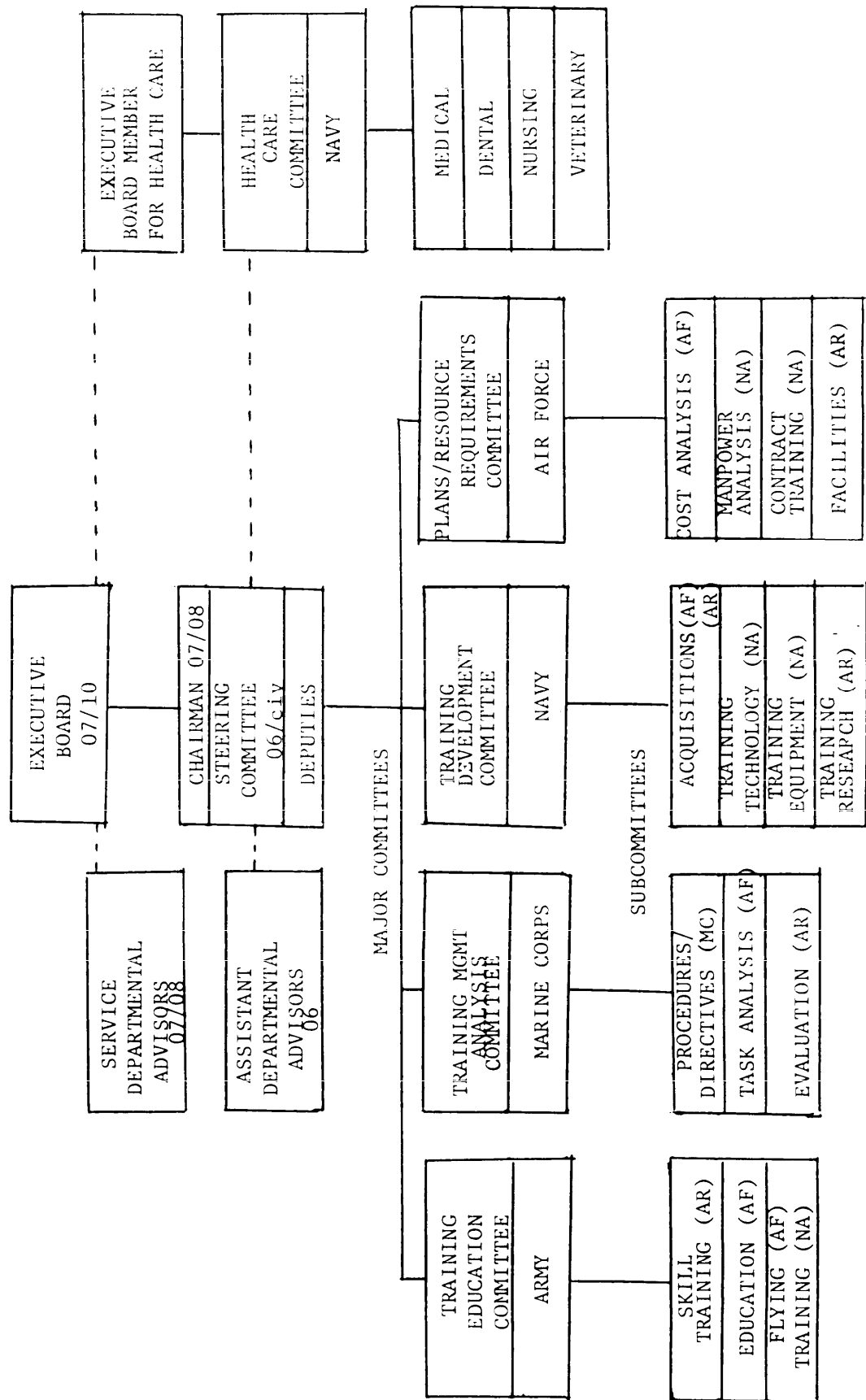
(b) Furnish information copies of new or revised publications and courses as requested among Services.

(c) Make courses containing material having general application to all military services available for adoption by and integration into the programs of other Services upon request.

8. Additional guidance

Further amplification of this regulation is contained in the ITRO Procedures Manual and respective subcommittee procedures manuals.

INTERSERVICE TRAINING REVIEW ORGANIZATION (ITRO)



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